Tree Fee in Lieu Program-Process Map (updated 9/27/22)

a. https://tinyurl.com/UFPlantingStandards
b. https://tinyurl.com/UFPermittedProhibSpecies
c. Urban Forestry standards.
d. Form link

Step	Action
1. **Who Qualifies?**	Any property owner within Jefferson County Public ROW and Private Property
2. **Canvassing**	Microsoft form uploads to Microsoft List Available on website, communications team advertises
3. **Property owner fills out Microsoft Form**	A) Enter address- informs zip code Held on a waiting list until funding is available (1st come 1st serve basis) Maximum of three trees per address B) Site selection Homeowner selects tree type using UF Standards for ROW and private property Opt for largest size class tree. Species preference is not considered A: Large tree (ex. tulip poplar, Kentucky coffeetree, red oak...) B: Medium tree (ex. hophornbeam, yellowwood...) C: Small tree (ex. serviceberry, Japanese lilac...) Location is mapped by property owner via Survey 123 C) Are you a trained citizen forester or know a citizen forester to assist? (then no contractor needed) OR D) Contractor plants tree
4. **Urban Forestry reviews**	A) Confirm address is in Louisville B) Confirm site selection & mapping C) Confirm citizen forester status (waive contractor installation if trained citizen forester will be present for planting)
5. **Approved**	Citizen Forester/Contractor will call 811 (BUD) The contractor will plant trees, supply water bag and mulch for installation Contractor or Citizen Forester will plant tree to UF Standards

	UF will deliver tree if Citizen Forester is planting, as well as watering apparatus and mulch to trees that are planted by Citizen Forester Contractor or Citizen Forester must update GPS location with species, install date, etc.
6. Follow up	The property owner is responsible for watering and long-term maintenance Tree will be replaced if dead up to one year from planting date